

FIRST 5 PLACER Community Resource Committee

BYLAWS

September 2006

The following are the bylaws under which the First 5 - Placer Community Resource Committee shall function.

ARTICLE I - PURPOSE AND DUTIES

The First 5 Placer Children and Families Commission established the Community Resource Committee (CRC) to involve the community in the work of the Commission and to provide a consistent community contact for commissioners and First 5 staff.

The CRC was created with the understanding that the Commission may choose to delegate some of its work in an effort to meaningfully involve the community but it cannot delegate its ultimate authority or responsibility as stewards of the Children and Families Trust Fund.

Through an inclusive, empowered Community Resource Committee, the Commission and the early childhood development community will have several on-going sustainable ways to:

- Incorporate community voices in planning, evaluating and allocating First 5 funds;
- Provide a vehicle for reporting to the community;
- Provide timely interaction and advice on statewide funding initiatives;
- Broadly and publicly spread the "brain development" message;
- Provide an open community forum for feedback on the work of First 5 Placer;
- Review funding applications for \$5,000 or under and make recommendations to the Commission.

The Commission commits to using this CRC as a focal point for dealing with issues and opportunities presented by the implementation of Proposition 10 in Placer County, particularly the implementation of the First 5 Placer Strategic Plan. In carrying out its duties, the CRC will abide by the "strategic principles" of inclusiveness in the First 5 Placer strategic plan. Also, the CRC will protect the "all children" aspect of First 5 to embrace strength-based approaches while also serving children with special needs and at-risk 0-5 children.

ARTICLE 11 - MEMBERSHIP

The CRC is comprised of up to three members of the First 5 Commission and six members appointed by the Commission from the community. To ensure and maintain diversity, members may include but are not limited to the following:

Recipients of project services included in the First 5 Placer strategic plan;

- Educators specializing in early childhood development;
- Representatives of local child care resource or referral agencies;
- Representatives of local child care coordinating groups;
- Representatives of local organizations for the prevention or early intervention for families at risk;
- Representatives of community-based organizations that have the goal of promoting and nurturing early childhood development;
- Representatives of local school districts; and
- Representatives of local medical, pediatric or obstetric associations or societies.

ARTICLE III - TERMS OF APPOINTMENT

- A. Each CRC member shall hold office at the will and pleasure of the First 5 Placer Commission. Members may serve on the CRC for two consecutive three-year terms. Committee members may be removed from the CRC prior to the expiration of their term by a majority vote of the First 5 Placer Commission or the CRC.
- B. Beginning in January 1, 2007 the transition to a three-year term shall begin. Any incumbent who is a member of the CRC as of January 1, 2007 is eligible to serve two consecutive three-year terms. Time already served on the CRC shall not be counted against the incumbents new three-year term.
- C. A CRC seat may become vacant if a member resigns, becomes incapacitated, discontinues to function in the area or office from which appointed, or fails to attend three (3) consecutive meetings of the CRC. The Commission in consultation with the CRC may choose to make interim appointments to fill an un-expired term. The Commission will endeavor to fill all vacancies within 90 days.
- D. If no successor has been appointed at the expiration of the term, the Committee member may serve until the appointment of the member's successor.
- E. Members of the CRC shall be reimbursed for authorized activities on behalf of the CRC and/or the Commission at the actual amounts of their reasonable and necessary expenses incurred such as attending meetings, training and conferences (including reimbursement for travel, meals, child care, registrations, lodging, materials and supplies in accordance with the County of Placer Travel Policy.

ARTICLE IV - OFFICERS

A Chairperson and Vice Chairperson shall be selected from among Committee members. Officers serve a one-year term. Nominations for officers shall be made from the membership and an election of officers will take place at the first meeting of each calendar year.

The Chairperson shall convene and chair CRC meetings and report at Commission meetings. The Vice Chair shall serve in the absence of the Chair and shall have the same authority vested in the Chair when serving in the Chairs absence.

ARTICLE V - MEETINGS

The CRC shall meet at least four times per year. The CRC may elect to meet more frequently. All meetings shall be open to the public.

ARTICLE VI – CONDUCT OF MEETINGS

The CRC will strive in every instance to make decisions by consensus.

If a vote is needed it will be made by a simple majority of the CRC members present (50% + 1). Abstention votes do not count as an affirmative vote.

If necessary the CRC can vote to postpone a decision on any item to a subsequent meeting. The CRC is not required by these bylaws to choose a date certain for that decision to be made.

If more than one option is being considered, the CRC may decide to use a "plurality vote". Then the option with the highest number of votes would be the approved course of action by the CRC.

ARTICLE VII - ADMINISTRATION

The CRC will receive administrative support from First 5 Placer staff as appropriate and necessary to fulfill its purpose. Also, CRC members may provide staff support from time to time.

ARTICLE VIII – RECRUITMENT OF NEW CRC MEMBERS

The CRC shall use a process independent from Placer County government to advertise, recruit and fill its scheduled and unscheduled vacancies. The CRC shall advertise for vacant seats. The CRC will review applications and may choose to interview potential candidates at a CRC meeting. The CRC will recommend candidates for Commission approval.

ARTICLE IX - BYLAWS

Adoption and amendment of these bylaws shall become effective upon approval of the CRC. These bylaws may be amended, revised or repealed by a majority of the CRC provided that a notice of the amendment or revision is given in writing to each CRC member at least one (1) week prior to the meeting at which the amendment will be discussed.

The First 5 Placer Commission must approve any bylaws amendments that materially change the charge of the CRC as described herein before they take effect.



www.placer.ca.gov/cfc